

# ECF (NP)

## SUBMITTAL REQUIREMENTS ENVIRONMENTAL REVIEW (NON-PROJECT)

City of Renton Development Services Division  
1055 South Grady Way-Renton, WA 98055  
Phone: 425-430-7200 Fax: 425-430-7231

**PURPOSE:** To evaluate the environmental impacts of a proposal and to identify methods to reduce those impacts. During this review process environmental values are considered as well as technical and economic considerations.

**FREE CONSULTATION MEETING:** Prior to submitting an application, the applicant should informally discuss the proposed development with the Development Services Division. The Development Services Division will provide assistance and detailed information on the City's requirements and standards. Applicants may also take this opportunity to request the waiver of the City's typical application submittal requirements, which may not be applicable to the specific proposal. For further information on this meeting, see the instruction sheet entitled "Submittal Requirements: Pre-Application."

**APPLICATION SCREENING:** *Applicants are encouraged to bring in one copy of the application package for informal review by staff, prior to making the requested number of copies, colored drawings, or photo reductions. Please allow approximately 45 minutes for application screening.*

**COMPLETE APPLICATION REQUIRED:** In order to accept your application, each of the numbered items must be submitted at the **same time**. If you have received a prior written waiver of a submittal item(s) during a pre-application meeting, please provide the waiver form in lieu of any submittal item not provided. **All plans and attachments must be folded to a size not exceeding 8½ by 11 inches.**

**APPLICATION SUBMITTAL HOURS:** Applications should be submitted to Development Services staff at the 6th floor counter of Renton City Hall, 1055 South Grady Way, between 8:00 A.M. and 4:00 P.M. Monday through Friday. An appointment to submit your application is not necessary. Due to the screening time required, applications delivered by messenger cannot be accepted.

**All Plans and Attachments must be folded 8 ½" by 11"**

### APPLICATION MATERIALS:

1. ☐ **Pre-Application Meeting Summary:** If the application was reviewed at a "pre-application meeting", please provide **5 copies** of the written summary provided to you.
2. ☐ **Waiver Form:** If you received a waiver form during or after a "pre-application meeting", please provide **5 copies** of this form.
3. ☐ **Land Use Permit Master Application Form:** Please provide the **original** plus **11 copies** of the **COMPLETED** City of Renton Development Services Division's Master Application form.

4. ☐ **Environmental Checklist:** Please provide **12 copies** of the Environmental Checklist. Please ensure you have signed the checklist and that all questions on the checklist have been filled in before making copies. If a particular question on the checklist does not apply, fill in the space with "Not Applicable".
5. ☐ **Complete Proposal:** Please provide **12 copies** of the complete proposal (e.g. plan, draft ordinance, etc.)
6. ☐ **Proposal Summary:** Please provide **12 copies** of a summary describing the scope, intent, and timing of the proposal.
7. ☐ **Neighborhood Detail Map:** Please provide **12 copies** of a map drawn at a scale of 1" = 100' or 1" = 200' (or other scale approved by the Development Services Division) to be used to identify the site location on public notices and to review compatibility with surrounding land uses. The map shall identify the subject site with a much darker perimeter line than surrounding properties and include at least two cross streets in all directions showing the location of the subject site relative to property boundaries of surrounding parcels. The map shall also show: the property's lot lines, lot lines of surrounding properties, boundaries of the City of Renton (if applicable), north arrow (oriented to the top of the plan sheet), graphic scale used for the map, and City of Renton (not King County) street names for all streets shown. Please ensure all information fits on a single map sheet.

Kroll Map Company (206-448-6277) produces maps that may serve this purpose or you may use the King County Assessor's maps as a base for the Neighborhood Detail Map. Additional information (i.e. current city street names) will need to be added by the applicant.

8. ☐ **Fees:** The application must be accompanied by the required application fee (see Fee Schedule). Land use fees are calculated by charging the full amount for the most expensive land use permit needed and half-price for each additional land use permit. Please call (425) 430-7294 to verify the exact amount required. Checks should be made out to the *City of Renton* and can not be accepted for over the total fee amount.
9. ☐ **Plan Reductions:** Please provide **one 8 ½" x 11" photographic reduction** of all required full size plan sheets, which include: landscape plans, conceptual utility plans, site plan or plat plan, neighborhood detail map, topography map, tree cutting/land clearing plan, grading plan, and building elevations. These reductions are used to prepare public notice posters and to provide the public with information about the project. A photographic reduction is a photo quality (not transparent) copy of a digitally scanned original document. Copy machine reductions or plotted reductions cannot be accepted. Please ensure the reduced Neighborhood Detail Map is legible and will display enough cross streets to easily identify the project location when cropped to fit in a 4" by 6" public notice space. Once the photographic reductions have been made, please also make **one 8 ½" x 11" regular photocopy** of each photographic reduction sheet. Royal Reprographics (425)-251-8230, Litho Design (206) 574-3000, The Copy Company (206) 622-4050, and Reprographics NW/Ford Graphics (206)-624-2040, (425) 883-1110, (253) 383-6363 provide this service.

10. ☐

**Colored Maps for Display (DO NOT MOUNT ON FOAM-CORE OR OTHER BACKING):**

Please color **1 copy** of each of the following full size plan sheets (24" x 36") or other size approved by the Development Services Division) with a 1/4" or larger felt tip marker for use in presenting the project to the Environmental Review Committee and at any required public hearing:

- Neighborhood Detail Map
- Site Plan
- Landscaping Plan
- Elevations

The following colors are required:

**Red**-North Arrow, outer property boundary. Proposed new lot lines (dashed). Do not color existing lot lines which are to be eliminated or relocated.

**Blue**-Street names identified with lettering of at least 1" in height. Street names must be legible at a distance of 15-ft.

**Brown**-Existing buildings (Please do not color buildings which will be demolished or removed)

**Yellow**-Proposed buildings

**Light Green**-Landscaped areas

**Dark Green**-Areas of undisturbed vegetation

**All Plans and Attachments must be folded to 8½" by 11"**

**REVIEW PROCESS:** Once a complete land use application package has been accepted for initial review, the Development Services Division will post notices of the pending application. The proposal will be routed to other City departments and other jurisdictions or agencies who may have an interest in the application. The reviewers have two weeks to return their comments to the Development Services Division. Within approximately two weeks, the Development Services Division will prepare a report regarding the proposal's compliance with applicable codes and the City's review criteria.

The proposal will then be presented to the City's *Environmental Review Committee*. The Environmental Review Committee is comprised of the Administrator of the Planning/Building/Public Works Department, the Administrator of Community Services, and the Fire Chief. The Committee is responsible for determining whether the proposal will result in significant adverse environmental impacts. To do this, the committee will consider such issues as environmental health hazards, wetlands, groundwater, energy and natural resources and will then issue its decision (Environmental Threshold Determination).

The Environmental Review Committee will either issue a:

- **Determination of Non-Significance (DNS)**-Make a determination the proposal will have no significant negative environmental impacts or;
- **Mitigated Determination of Non-Significance (DNS-M)**-Make a determination the proposal, if modified, would have no significant negative environmental impacts or;
- **Determination of Significance (DS)**-Make a determination the proposal will have significant adverse environmental impacts and require the applicant to submit an Environmental Impact Statement (EIS) prepared by a qualified consultant

Once the Environmental Review Committee has issued its Environmental Threshold Determination (provided an EIS is not required), a public notice of the Determination is printed in the *South County Journal* and three notices are posted at or near the site. A 14-day appeal period commences following the publication date. At the discretion of the City, a separate and additional 15-day comment period may be added prior to the 14-day appeal period.

**APPEAL AND RECONSIDERATION PROCESS FOR DECISIONS:** Any person, including the applicant, aggrieved by the threshold determination, may make a written application for reconsideration to the Environmental Review Committee within 14 calendar days of the date of the decision. After review of the request, the Environmental Review Committee may take whatever action is deemed proper. The Environmental Review Committee decision on the reconsideration request will be mailed to all parties of record within 10 days from the date the request was filed. If any party is still not satisfied after a reconsideration decision has been issued, an appeal may be submitted within 14 days to the Hearing Examiner. An appeal may be filed without requesting reconsideration by the Reviewing Official first, however; it must be filed within 14 days of the date when the original decision was issued. See Renton Municipal Code, Section 4-8-110 for further information on the appeal process and time frames.